

**BY ORDER OF THE COMMANDER
AIR FORCE RESERVE COMMAND**



AIR FORCE INSTRUCTION 24-301

**AIR FORCE RESERVE COMMAND
Supplement 1**

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Transportation

VEHICLE OPERATIONS

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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The OPR for this supplement is HQ AFRC/LGTV (MSgt Wynnette L. Nwaokolo). This supplement implements and extends the guidance of Air Force Instruction (AFI) 24-301, 1 October 1998. The AFI is published word-for-word without editorial review. Air Force Reserve supplementary material is indicated by "(AFRC)" in boldface type. This supplement describes Air Force Reserve procedures to be used in conjunction with the basic instruction. Upon receipt of this integrated supplement discard the Air Force basic.

SUMMARY OF REVISIONS

This revision changes previous figure 1.4., a sample format to prepare a vehicle priority recall list, to paragraph 1.2.15.1.15., and aligns previous supplemental text from AFMAN 24-309 with this AFI. It establishes the requirement to provide average annual standards (accrued hours) which applies to Truck, Lift Platform 25k/40k and 60k 463L and Truck, Forklift 10k Standard and Adverse Terrain 463L at locations which do and do not support air drop training (Table 3.1. and Table 3.2.). A (|) indicates revisions from the previous edition.

| 1.2.15.1.15. Vehicle priority recall list sample format:

VEH TYPE	AUTH	ASGND	*MEL	ORG
SEDAN CMPT	4	4	2	VEH OPS
S/W CMPT	3	2	2	VEH OPS
P/U CMPT	5	5	3	CES

*MINIMUM ESSENTIAL LEVEL

1.2.16. Reservists in inactive duty training (IDT) status are not appointed as a VCO.

3.1.6.2. Provide quarterly mileage utilization data via e-mail to HQ AFRC/LGTV by the 10th of the following months: January, April, July, and October.

3.1.7. (Added) NOTE 3 Conduct a semiannual VCO meeting.

3.1.7.1. The following average annual standards (accrued hours) apply for vehicles specified:

Table 3.1. (Added) Locations Which Do Not Support Air Drop Training.

VEHICLE TYPE	AVERAGE ANNUAL STANDARD (ACCURED HOURS)
Truck, Lift Platform 25k 463L	150 Hours
Truck, Lift Platform 40k/60k 463L	175 Hours
Truck, Forklift 10k Standard 463L	300 Hours
Truck, Forklift 10k Adverse Terrain 463L	200 Hours

Table 3.2. (Added) Locations Which Support Air Drop Training.

VEHICLE TYPE	AVERAGE ANNUAL STANDARD (ACCURED HOURS)
Truck, Lift Platform 25k/40k/60k 463L	200 Hours
Truck, Forklift 10k Standard 463L	400 Hours
Truck, Forklift 10k Adverse Terrain 463L	300 Hours

3.1.7.3. (Added) Establish a VCO guide book including the following as a minimum:

3.1.7.3.1. (Added) VCO appointment letter.

3.1.7.3.2. (Added) Record of training administered to VCOs initialed by appointee.

3.1.7.3.3. (Added) Copy of approved auxiliary parking letter.

3.1.7.3.4. (Added) Receipt for assigned vehicles (PCN-SB 004-024), Vehicle Management List (B).

3.1.7.3.5. (Added) Current list of VCOs.

3.1.7.3.6. (Added) Minutes of last two vehicle management meetings.

3.1.7.3.7. (Added) Copies of the Priority Vehicle Recall List from vehicle operations and the vehicle maintenance priority list.

- 3.1.7.3.8. (Added) Copy of current and approved permissible operating distance (POD).
- 3.1.7.3.9. (Added) Record of semiannual assessment vehicle inspections with corrective actions taken.
- 3.1.7.4. (Added) Procedure for add-on motor vehicle engine oil:
 - 3.1.7.4.1. (Added) VCOs order, purchase, and issue add-on engine oil for their assigned vehicles.
 - 3.1.7.4.2. (Added) Acquisition costs of engine oil must be absorbed by the requisitioning organization.
 - 3.1.7.4.3. (Added) VCOs must assure proper storage methods and inventory controls are established to guard against fraud, waste, abuse, and misuse of government property and materials. Due to the extremely low consumption of add-on oil, the requirement to capture and enter consumption data is not required; however, VCOs must document each issue. As a minimum, the following should be documented:
 - 3.1.7.4.3.1. (Added) Date of issue.
 - 3.1.7.4.3.2. (Added) Vehicle registration number.
 - 3.1.7.4.3.3. (Added) Quantity issued.
 - 3.1.7.4.3.4. (Added) Recipients office symbol and phone number.
 - 3.1.7.4.3.5. (Added) Recipients name and signature.
- 4.4.5. Personnel subject to deployment to a foreign country must have in their possession a valid AF Form 2293, **US Air Force Motor Vehicle Operator Identification Card**, (computer generated), or the OF Form 346, **US Government Motor Vehicle Operator Identification Card**, listing the vehicles they are trained to operate.

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